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Indian Standard

FOLDING OF DRAWING PRINTS

- 1. Scope Covers two methods of folding of drawing prints.
- 1.1 The first method is intended for prints to be filed or bound, while the second method is intended for prints to be individually in filling cabinets.

2. Basic Principles

- 2.1 The basic principles in each of the above methods are to ensure that:
 - a) all larger prints of sizes higher than A4 are folded to A4 sizes,
 - b) the title blocks of all the folded prints appear in the top most position, and
 - c) the bottom right corner shall be outermost visible section and shall have a width not less than 190 mm.
- 2.2 Depending on the method of folding adopted, suitable folding marks are to be introduced in the tracing sheets as guide.

3. Methods of Folding of Prints

- 3.1 The methods recommended for folding are indicated in Fig. 1 and 2.
- **3.2** The method indicated in Fig. 1 allows prints to be folded with a filing margin for the purposes of filing after punching or for the purposes of binding along with other prints. This method allows prints to be unfloded for opening out and refolded without the necessity of removal from the file. Filing margin shall be according to **6.2** of IS: 10711-1983 'Sizes of drawing sheet'.
- 3.3 The method indicated in Fig. 2 is intended for folding prints without any filing or binding margin, for the purposes of storing independently in a filing cabinet.

EXPLANATORY NOTE

IS: 696 'Code of practice for general engineering drawings' was originally published in 1955 and was revised in 1960 as a consequence of changeover to metric system of weights and measures. The second revision of the standard was carried out in 1972 to bring it more in line with the recommendations published by the Technical Committee TC 10, Technical drawings of the International Organization for Standardization (ISO).

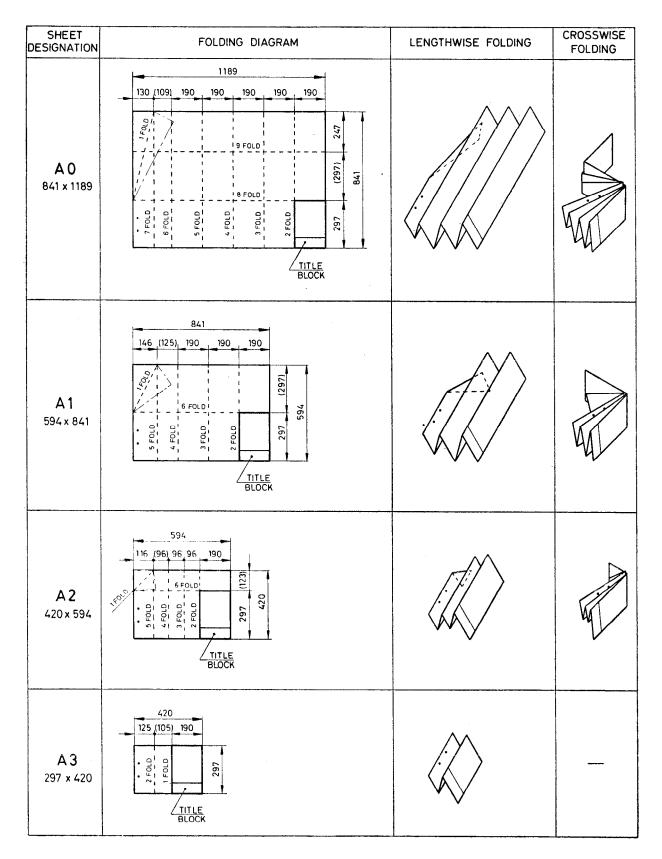
ISO has published a number of standards on various subjects covered in IS: 696-1972 and these have been adopted as national standard, thus superseding the relevant subject matter of IS: 696-1972.

This standard contains 'Folding of drawing prints' covered in IS: 696-1972, but does not find place in any of the ISO standards on technical drawing adopted as national standard.

Adopted 4 August 1985

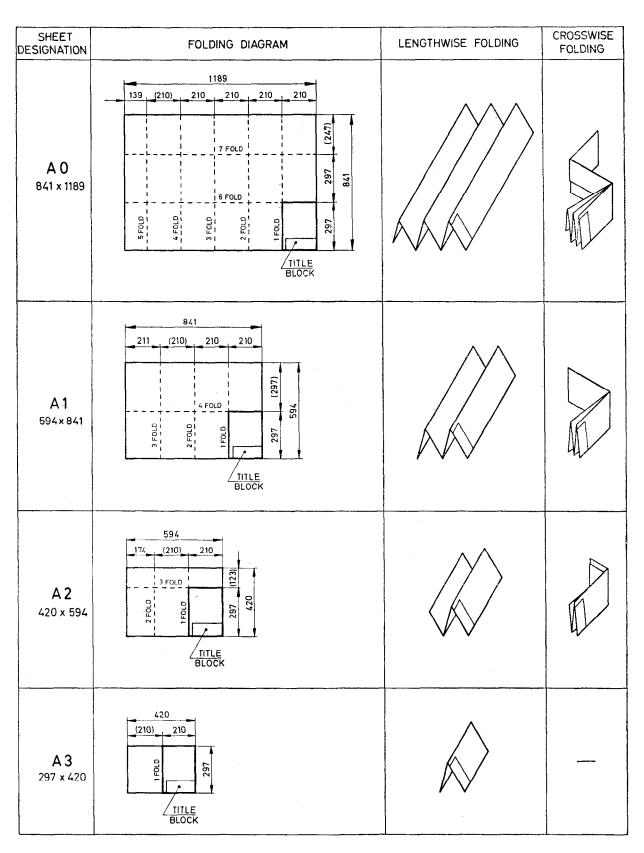
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All dimensions in millimetres.

FIG. 1 FOLDING OF PRINTS FOR FILING OR BINDING



All dimensions in millimetres.

FIG. 2 FOLDING OF PRINTS FOR STORING IN FILING CABINET